

**UNITED STATES MARINE CORPS**  
Financial Management School  
Marine Corps Combat Service Support Schools  
PSC Box 20041  
Camp Lejeune, North Carolina 28542-0041

BFTC 0204  
MAR 2000

STUDENT OUTLINE

**MISCELLANEOUS PAYMENTS**

TERMINAL LEARNING OBJECTIVES:

(1) Given a member separating or retiring from active duty, substantiating "S" documents, Marine Corps Automated Settlement Sheet Process (MCASSP), access to MCTFS, calculator, and the references, prepare a separation/retirement document for submission to the auditor for review in accordance with DODFMR Vol. 7A. (3432.02.15)

(2) Given a request for special payment from the Commanding Officer, "S" documents, member's Leave and Earnings Statements (LES), calculator, access to the CICS, and the references, compute special payments prior to submission to the auditor for review in accordance with DFAS-KC 7220.31-R (APSM) (3432.02.07)

(3) Given the requirement to prepare a special/split payroll, "S" documents, calculator, VEF 1200 extract, and the reference, prepare a special/split payroll for submission to the auditor for review in accordance with APSM (3432.02.10)

(4) Given a decentralized (rough) regular payroll, direct deposit listing, suspect payment listing (SPL), access to the MCTFS, calculator, and the references, process a decentralized (rough) regular payroll prior to submission to the auditor for review in accordance with APSM (3432.02.11)

(5) Given a centralized regular payroll, direct deposit listing, SPL, U.S. Treasury checks, access to the MCTFS, calculator, and the reference, process a centralized regular payroll for submission to the auditor for review in accordance with APSM (3432.02.12)

ENABLING LEARNING OBJECTIVES:

(1) Given a simulated situation pertaining to miscellaneous payments, "S" documents, calculator, and the references, compute a Commanding Officer directed payment for the situation in accordance with DODFMR, Vol 7A (3432.02.15a)

(2) Given a simulated situation pertaining to miscellaneous payments, "S" documents, calculator, and the references, compute a reaccession payment for the situation in accordance with DODFMR, Vol 7A (3432.02.15b)

(3) Given a simulated situation pertaining to miscellaneous payments, "S" documents, calculator, and the references, compute an advance pay payment for the situation in accordance with DODFMR, Vol 7A. (3432.02.15c)

(4) Given simulated pay situations, and the references, determine types of special payments and make proper computations for the type of special pay in accordance with APSM (3432.02.07a)

(5) Given simulated "S" documents, and the references, annotate the "S" documents with the action taken in accordance with APSM (3432.02.07b)

(6) Given a simulated situation, and the references, add the special payment to the special daily payroll in accordance with APSM (3432.02.07c)

(7) Given a simulated situation pertaining to a special payroll, and the reference, process the "S" documents in accordance with APSM (3432.02.10a)

(8) Given information relative to a split payrolls, and the references, become familiar with split payroll procedures in accordance with APSM (3432.02.10b)

(9) Given a Suspect Payment Listing (SPL), a simulated regular payroll, access to CICS, LES's, calculator, and the reference, review the SPL in accordance with APSM (3432.0211a)

(10) Given a system exception report (SER), a simulated regular payroll, access to CICS, LES's, calculator, and the reference, review the SER in accordance with APSM (3432.02.11b)

(11) Given a simulated decentralizing (rough) regular payroll, access to CICS, LES's, SPL, SER, calculator, and the

reference, process adds, changes, deletes to the payroll in accordance with APSM (3432.02.11c)

(12) Given a simulated centralized payroll, access to CICS, SPL, SER, calculator, and the reference, ensure special payments are made in accordance with APSM (3432.02.12a)

1. REGULAR PAYROLLS:  
(APSM, Chapter 5)

a. General Knowledge. Regular payments are defined as those that are paid on a regular scheduled payday (as prescribed by Headquarters Marine Corps) and include all pay and allowances accrued from the 1st through the 15th (mid-month payday) and the 16th through the 30th or 31st (end-of-month payday).

b. Regular payments are paid on what is referred to in the field as Joint Uniform Military Pay System (JUMPS) PAYROLLS. These payrolls are numbered 001 beginning with the mid-month payday of October and end with number 024 on the end-of-month payday for September every year.

c. Regular payments have two sources. They are:

(1) The Defense Finance and Accounting Service - Kansas City Center (**Centralized**)

(2) Local Marine Corps Finance Offices (**Decentralized**)

d. When a regular payment source is from the Defense Finance and Accounting Service - Kansas City Center (DFAS-KC), then it is a centralized payment. All pay accounts with a centralized Pay Option Election (POE) code receive their payments directly from the DFAS-KC.

e. When a regular payment source is from anywhere other than DFAS-KC, such as the local finance office, then it is a decentralized payment. All pay accounts with a decentralized POE code receive their pay directly from a local finance office.

f. All special payments are also considered decentralized payments.

2. SPECIAL PAYMENTS:  
(APSM, Chapter 5)

a. Special Payments must be based on computation for a specific number of days or a fixed amount specified by the Commanding Officer.

b. These payments are limited to Marines when the following conditions occur:

(1) When advance pay and allowances have been authorized.

(2) When a bonafide emergency or hardship condition exists.

c. Commanding Officers (CO) may submit a NAVMC 11116 (Payday Adjustment/Special Payment Authorization) to the Finance Officer to direct a special payment for the following reasons:

(1) Reaccessions, including reservists on active duty in excess of 30 days.

(2) Aged events. A special payment is authorized for pay-related credits with an effective date of 60 days or more before the upcoming payday.

(3) Cases of extreme hardship. A special payment is authorized for a credit with an effective date of less than 60 days provided a severe hardship would otherwise exist.

(4) Direct Deposit has stopped due to ECC.

d. These payments are normally made:

(1) On other than a regularly scheduled payroll.

(2) On regularly scheduled paydays to adjust centrally computed payments.

e. NAVMC 11116 is the only form authorized for use by the Commanding Officer to direct the Finance Officer to adjust the amount due on a regularly scheduled payday or to make a special payment. A NAVMC 11116 is for pay adjustment/special payment for all Marines. Payments directed as a result of severe hardships must be certified and include corrective action taken.

f. The Commanding Officer will submit a NAVMC 11116 to direct a special payment.

(1) Make payment for only those items directed by the Commanding Officer (i.e. Commanding Officer directs payment of Basic Allowance for Housing, only pay BAH)

(2) Once you have determined which items of pay the member is to receive, proceed with the actual computation.

g. Payment procedures. Use one of the following two methods to make the miscellaneous payment.

(1) Normal payment process/direct deposit. Credit the entitlement on the disbursing diary using TTC 694/000 or its applicable TTC. Marines will receive their payment through the normal payroll process or by direct deposit. Dollar amounts cannot exceed 99999.99 and the effective date will be the date of the transaction.

(1) Five-digit numeric code TTC/SEQ 694/000  
(2) Dollar amount  
(3) Tax code CRED | 1 - \$( 2 . 3 ) 4 |  
4  
(4) Eight-digit date of credit

(2) Special payment. A special payment is made by using a Military Payroll Money List (MPML).

3. HOW TO PREPARE A MILITARY PAYROLL MONEY LIST (MPML):  
(APSM, Chapter 8)

a. To manually prepare a MPML the following information is needed: (**SEE APSM PARA. 080102**)

b. When preparing the MPML, and an error is made, delete the entire line by drawing a single line starting after the SSN and continuing through the signature block.

c. If a Marine receives payment in **cash**, the Marine will sign the MPML at the time of payment. The signature will be in black ink only. If the Marine receives payment by **check**, place the check number in the signature block.

4. ENTITLEMENT TO ADVANCE PAY:  
(DODFMR, Chapter 32)

a. General Information.

(1) A member may be entitled to advance pay upon receipt of permanent change of station (PCS) orders. This includes:

(a) Transfer from the old duty station to a new duty station.

(b) Reenlistment after a break in service.

(c) Commencement of active duty by newly commissioned officers.

(2) Advance pay may be paid for 1, 2, or 3 months of basic pay. A specified monetary amount may be requested provided that the amount specified does not exceed the amount authorized by regulation or the Commanding Officer.

(3) Do not pay advance pay in an amount that would require the stoppage of allotments for insurance or support of dependents.

b. Normal Parameters for advance pay.

(1) E-4's and above:

(a) No approval is required for E-4's and above requesting one months advance pay to be repaid in 12 months or less, if receiving the advance pay 30 days prior to detachment or 60 days after arrival at new duty station, and if the advance is not paid by check or cash.

(b) E-4's and above requesting advance pay within "normal parameters" must submit the following substantiation:

(1) A copy of the members PCS orders.

(2) A statement of understanding signed by the Marine stating the purpose of the advance pay program and confirming that the intended use of the funds is in accordance with the stated purpose.

c. Outside normal parameters.

(1) Written approval is required from the Marine's Commanding Officer for any advance pay request outside the normal parameters.

(2) E-3's and below: Written approval is required from the Marine's Commanding Officer for **all** requests regardless of the amount requested.

(3) Requesting advance pay outside the "normal parameters" requires the following substantiation in addition to the member's PCS orders:

(a) A NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization, signed by the Commanding Officer or Executive Officer.

(b) A statement of understanding signed by the Marine will be included in the "Remarks Section" of the NAVMC 11116.

5. COMPUTATION OF ADVANCE PAY:

a. There are five steps for computing the amount of advance pay payable.

**Step 1.** Compute the amount of advance pay for one month. To do this take the Marine's monthly Basic Pay and subtract Federal Income Tax Withholding (FITW), State Income Tax Withholding (SITW), SOCIAL SECURITY/MEDICARE, Servicemen's Group Life Insurance (SGLI), Montgomery GI Bill (MGIB), Garnishments, Forfeitures, Dependent Dental Plan and USN/MC Retirement Home. Refer to the DODFMR for additional deductions.

**Step 2.** Multiply the amount computed in Step 1 by the number of months being requested.

**Step 3.** Divide total from Step 2 by the number of months of repayment. **Drop the cents.**

**Step 4.** Multiply the amount computed in Step 3 by the number of months of repayment. This is the amount of advance pay that the member will receive.

**Step 5.** The final step is to determine if the member can afford to repay the advance pay. Do this by computing the Marine's monthly net pay. Take all continuing entitlements MINUS all continuing deductions (allotments, taxes, SGLI, MGIB, dental plan, indebtedness, etc.). The amount computed in Step 3 cannot exceed the amount computed in Step 5.

6. REPAYMENT PROCEDURES:

a. Collection of the advance pay will commence on the first day of the month following the month of payment.

b. If the member desires to repay the advance pay before the liquidation schedule, the balance must be paid in full. No partial payments are accepted.

c. For first term Marines, the repayment schedule must be completed three months before the month of the Marine's ECC date.

7. METHOD OF PAYMENT FOR ADVANCE PAY:  
(APSM, Chapter 4)

a. Use one of the following two methods to pay the advance:

(1) Normal payment process/direct deposit. Credit the entitlement on the disbursing diary using TTC 504/001. Marines enrolled in Direct Deposit/Electronic Fund Transfer (DD/EFT), a payment will be made to the Marines financial institution within approximately 48 hours. Marines that do not have an established DD/EFT financial institution will receive their advance in the next scheduled payday. Dollar amounts cannot exceed 99999.99 and the effective date will be the date of the transaction.

TTC/SEQ 504/001 CHEK\ADV PAY-\$ (1) . ( (2) ) \ (3)

- (1) Dollar amount (up to 99999.99)
- (2) Term of checkage (# months to repay)
- (3) Eight-digit date of transaction

(2) Special payment. A special payment is made by using a Military Payroll Money List (MPML). These payrolls are also referred to in the field as a daily special payroll.

EXAMPLE OF DAILY SPECIAL PAYROLL ENTRY

063583711      BROWN   DM      A  
2205.00  
24



055274463 GREEN NG A  
752.00  
12

PRACTICAL APPLICATION:

8. ADVANCE HOUSING ALLOWANCE ENTITLEMENT:  
(APSM, Chapter 3)

a. General Knowledge. When allowed by regulations of the Service concerned, a member's Commanding Officer, the Commanding Officer's designated representative, or another official so designated may authorize an advance payment of Basic Allowance for Housing (BAH) to pay advance rent, security deposits, and/or initial expenses incident to occupying other than Government housing. The advance may be made at any time during a member's tour at the station concerned. It may also be authorized when a member has located housing incident to PCS orders. Normally, the advance will not be disbursed more than 3 working days before the date payment under the lease or rental agreement must be made.

Disbursement more than 3 working days before the date payment can be made in extenuating circumstances.

b. Substantiation:

(1) NAVMC 11116: Miscellaneous Military Pay Order/Special Pay Authorization as shown in the practical application portion of this lesson.

c. The amount of the advance will be actual cost to move into the residence supported by copies of leases, utility company statements, and any other pertinent documents available. This amount **will not** exceed the total BAH amount that was authorized by the Marine's Commanding Officer.

d. Repayment of the advance will usually be for 12 months, but not to exceed the member's tour at the station concerned. Collection action will begin on the first day of the month after payment of the advance has been made. Unless authorized by the Commanding Officer to postpone collection

e. Lump sum recoupment of any outstanding housing advance will be made immediately upon receipt of information that the member has vacated the housing for which the advance was made.

f. Type of payment.

(1) Report the entitlement on the disbursing diary using TTC 597/003 if the advance is to be paid by the normal payment process or by Direct Deposit/Electronic Fund Transfer (DD/EFT).

TTC/SEQ 597/003 CHEK\ADV BAH-\$ (1). ( (2) ) \ (3) \ (4)

- (1) Dollar amount (up to 99999.99)
- (2) Two-digit number of months of repayment
- (3) Eight -digit date of payment
- (4) Eight-digit date repayment begins

(2) Special payment. A special payment is made by using a Military Payroll Money List (MPML).

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EXAMPLE

063583711	WHITE CC 24		N	1500.00
055274463	YELLOWSTONE 12	GB	N	880.00

PRACTICAL APPLICATION:

9. SELECTIVE REENLISTMENT BONUS:  
(DODFMR, Chapter 9)

a. General Knowledge.

(1) To be eligible for a Selective Reenlistment Bonus (SRB) a Marine must meet the following requirements:

(a) Qualified in a military specialty designated by the Secretary of the Navy.

(b) Serving in pay grade E-3 and above.

(c) Reenlist within 3 months after date of discharge for at least four years, (four years is a Marine Corps rule).

(d) Eligible for a reenlistment bonus, (MOS rates a bonus). The MOS's that become entitled to SRB's are determined by HQMC. Once or twice a year HQMC evaluates all MOS's to find out which ones are short of Marines. Within each MOS two zones of consideration are established.

(2) The maximum amount payable for a SRB is \$45,000.00. (Marine Corps Bulletin 7220 published annually and as changes occur to multiples, states that all Zone A awards are capped at 30,000 dollars, and Zone B awards are capped at 20,000 dollars.)

b. Zone A is composed of reenlistments falling between 17 months and 6 years of active service. The eligibility requirements for a Zone A SRB are:

(1) A member must have completed **17 months** of **continuous** active duty but no more than **6 years** of active service on date of reenlistment.

(2) The member must reenlist or voluntarily extend for a period of at least **4 years**, provided the reenlistment or extensions, when coupled with existing active service provides a total of at least **6 years** active service.

(3) The member must not have been previously paid a Zone A SRB.

c. To be eligible for a Zone B SRB the member must:

(1) Complete at least **6 years** but no more than **10 years** of active duty on the date of reenlistment or the beginning of an extension of enlistment.

(2) Reenlist or voluntarily extend for a period of **4 years** provided the reenlistment or extension coupled with the existing active services provides a total of at least **10 years** active service.

(3) Not have previously received a Zone B SRB.

d. Special conditions affecting SRB eligibility:

(1) Members with exactly 6 years of active duty at 2400 on the **date before the date** of reenlistment are entitled to a Zone A bonus if otherwise eligible and they have not previously received a Zone A bonus. If they have received a Zone A SRB or no Zone A bonus is designated, they are entitled to a Zone B bonus if all other eligibility requirements are met.

(2) Members with exactly 10 years of active duty at 2400 on the **date before the date** of reenlistment are entitled to a Zone B bonus if otherwise eligible and they have not previously received a Zone B bonus.

(3) Members who reenlist to gain sufficient obligated service to participate in a program leading to a commission or warrant officer status are not entitled to a SRB.

(4) Officers of the uniformed services who reenlist in the service concerned as an enlisted member are entitled to a SRB provided they served as an enlisted member prior to becoming an officer. Pay grade for computation of bonus is the grade held upon reenlistment.

(5) Members who are entitled to or have been paid readjustment pay, severance pay, or separation pay are not eligible to receive a SRB.

(6) Members are not entitled to a SRB for an enlistment in the regular component of the Marine Corps following a discharge from the reserve.

e. Substantiation: In accordance with APSM, the following will be used as substantiation:

(1) Certified copy of the SRB precomputation screen  
or

(2) NAVMC 11116 with a copy of the SRBP eligibility worksheet. **Note: The SRB precompute application will not compute an SRB if the reenlistment entry has been reported.**

10. COMPUTATION OF THE AMOUNT OF ENTITLEMENT OF A SRB:  
(APSM, Chapter 1)

a. General knowledge.

(1) To determine the zone that the member is entitled to, you would subtract the Armed Forces Active Duty Base Date from the date prior to the date of reenlistment.

(2) Find the MOS multiple for the members MOS and Zone, as defined by HQMC (message).

(3) Determine the Basic pay on date of reenlistment.

(4) **Determine the additional obligated** service reenlisted for. Disregard all obligated service from the **previous** contract (if any).

(a) Additional obligated service is defined as any active service commitment beyond an existing contractual service agreement. If a Marine is discharged **before** his/her original discharge date for the purpose of reenlistment, the Marine would not earn a bonus for the period he/she was obligated to serve anyway.

(b) If a member reenlists up to 3 days early there is **no** obligated service.

(c) Additional obligated service consists of years, months, and days.

(d) To compute obligated service, subtract the reenlistment date from the ECC date.

(e) To compute additional obligated service, subtract obligated service from number of years member is reenlisting for.

b. Selective Reenlistment Bonuses are computed as follows:

(1) SRB formula is as follows: Basic Pay times bonus multiple, times years/months eligible for bonus = total SRB entitlement. Divide the total entitlement by 2, subtract 28% federal tax and subtract the flat percentage state tax, if

applicable. The result is the amount due the Marine on reenlistment. When a payment is authorized do **not** pay cents.

**EXAMPLE**

1,390.20	Basic Pay
X 3.66667	# years/months eligible for bonus
<u>X 2</u>	MOS multiple <b>Do not</b>
10,194.809268 =	10,194.81
10,194.81 / 2 =	5,097.405
5,097.41	
-1,427.27	28% FITW
- 254.87	5% SITW for Maine
<u>3,415.27</u>	1 <sup>st</sup> Installment
3,415.00	1 <sup>st</sup> installment less cents for a special payment only.

c. Procedures for payment/input into the Marine Corps Total Force System.

(1) Disbursing Diary. Refer to APSM for correct TTC/SEQ codes.

**EXAMPLE**

TTC SEC ACTION	DESCRIPTION
586 000 CRED	SRB (A) - \$10,194.81 (4) / 3043 / 20000311

(2) Military Payroll Money List (MPML)

**EXAMPLE**

463583712	CHOKO BB	C	3,415.00
A- \$10,194.81 (4) / 3043 20000311			

d. Selective Reenlistment Bonuses are currently paid by installments as follows:

(1) 50% of the total bonus on day of reenlistment (first installment).

(2) Remaining portion is paid in equal yearly installments over the remainder of the reenlistment period.

The remaining installments will be paid on the anniversary date of the reenlistment, and taxed at the time of payment.

11. METHOD OF PAYMENT FOR LUMP SUM LEAVE (LSL):  
(DODFMR, Chapter 35 and APSM Chapter 4)

a. The following substantiation is needed from administration:

(1) NAVMC 11116 (normally used when no SRB entitlement exist) or

(2) Original of the SRB precomputation screen. (When entitled to an SRB)

b. The following restrictions may apply: (Refer to the DODFMR Vol. 7A and APSM for all restrictions that apply in special cases.)

(1) A military member can only be paid for **60 days** accrued leave during a military career.

(2) Payment for LSL can only be made when a Marine does one of the following:

(a) Executes a first extension of enlistment (on any contract)

(b) Reenlist with a End of Enlistment (E of E) reenlistment. An E of E reenlistment is a reenlistment within 3 months of existing ECC date.

c. Taxes are withheld at a flat rate of 28% for federal and the flat percentage state tax, if applicable.

d. LSL formula is as follows: Basic Pay, divided by 30, times number of days member is serving. Subtract 28% for federal tax and the flat percentage state tax, if applicable. The result is the amount due the Marine. When a payment is authorized do **not** pay cents.

**EXAMPLE**

\$1,390.20

Basic Pay



BFTC 0204  
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divided by 30

	46.34
x	32.5
<hr/>	
	\$1,506.05
-	421.69
<hr/>	
-	75.30
<hr/>	
	\$1,009.06

# days LSL selling  
round up  
28% FITW

5% SITW for Maine  
drop cents for special payment

e. Report the entitlement using a Military Payroll Money List (MPL), or Disbursing Data Entry Worksheet (DDEW).

**EXAMPLE OF DAILY SPECIAL PAYROLL ENTRY**

463583712	CHOKO BB	I	1009.00
	32.5 / 00.0 / 20000310		

**EXAMPLE OF DISBURSING DATA ENTRY WORKSHEET ENTRY**

<u>TTC/SEC ACTION</u>	<u>DESCRIPTION</u>
506/000 CRED	LSL-32.5 DAS REG 00.0 DAS SAVED 20000310

PRACTICAL APPLICATION:

## 12. PREPARATION OF A RECONSTRUCTION SHEET

### a. General knowledge.

(1) A reconstruction sheet is nothing more than a temporary LES utilized mainly for reaccessions but also used for tax overlays, and difficult pay accounts. It can cover several months if necessary. The following steps should be followed in preparing an LES reconstruction sheet:

(a) Amount brought forward (AMT BF): This is the carried forward amount from the previous month. For reaccessions this amount is always \$0.00 for the first month.

(b) Compute all entitlements as they should be paid based on the date of rank, pay entry base date, and effective date. For reaccessions these amounts would be from the first day that the member began active duty. I.E. a member began active duty on June 15th, the member would be entitled to 16 days (June 15-30) of pay and allowances for June.

(c) Total entitlements: This amount is the total of all of the members entitlements, **not** including the AMT BF.

d. Compute all deductions as they should be **deducted** based on the entitlements paid for that month. Include allotments, federal and state taxes, etc. For reaccessions compute the Social Security and Medicare taxes for the first month as if it was January.

e. Total: This is the sum of all of the deductions.

f. Payments: List all payments that have been made in the current or previous month that have not been previously been listed on the reconstruction sheet.

g. Amount carried forward (AMT CF): This amount is computed by taking the AMT BF and adding the total entitlements, then subtract the total deductions and payments.

h. Normal payment (NORM): To compute a norm take the total of a full month (30 days) of entitlements (do not include the AMT BF), and subtract the total deductions, then divide the total by two and drop the cents.

**NOTE:** When working on reaccessions the first payment that is computed is the NORM.

**EXAMPLE OF DAILY SPECIAL PAYROLL ENTRY**

222112466 OCHOA AR (1, 2, or 3) 522.00  
13. SEPARATION PAYMENTS:

a. General Knowledge

(1) The ECC date automatically suspends pay, allowances, and leave accrual, and will stop allotments automatically. 5 months prior to ECC date and every month thereafter until the Marine's ECC, the following statement will appear on the LES.

**ECC DATE IS \_\_\_\_\_. PAY, ALLOW, AND ALLOTS WILL  
TERMINATE  
UNLESS INTENT TO REMAIN ON ACTIVE SERVICE IS REPORTED.**

(2) Allotments will stop the last day of the month prior to the ECC month, except for bond allotments and retirees.

(3) If a Marine is retained for the convenience of the Government (COFG), convenience of the government for medical (COFG MED), or convenience of the government for legal (COFG LEG), past his/her original End of Active Service (EAS)\ECC date, a unit diary statement, EAS COFG ("M" or "L"), MUST BE REPORTED. If such an entry is reported, the Marine will be entitled to full pay and allowances. **(NO SEPARATION PAYMENT WILL BE MADE)**

(4) Finance Officers responsibilities are as follows:

(1) Stop allotments (if discharge is prior to ECC). Notify the DFAS-KC/EYID by message when a Marine has a "G" or "T" allotment in effect. (Refer to APSM, paragraph 40401 for specifics).

(2) Report a final Payment Option Election (POE) code (00004) to establish the permanent mailing address in the MMPA.

**EXAMPLE**

<u>TTC/SEC ACTION</u>	<u>DESCRIPTION</u>
698/009 PMA	415 Florida St. San Diego, Ca. 32119

(3) Report checkage for excess leave (if applicable).

(4) Collect any indebtedness owed to the government.

(5) Prepare a NAVMC 11021: Discharge account summary  
by:

(a)\*\*Marine Corps Automated Settlement Sheet Process (MCASSP) which is a computer program used in some finance offices.\*\*

(b) Similar personal computer application documents.

(c) Manually prepared NAVMC 11021.

(6) Pay all moneys and/or make any adjustments due up to date of discharge.

(a) Lump sum leave (LSL).

(b) Reenlistment bonuses.

(c) Recoupment.

(d) Excess leave.

(e) Forfeitures of pay.

(7) On pay accounts that cannot be settled refer to APSM, paragraph 40401 for special instructions.

(8) **DO NOT** deduct Family Member Dental Plan for the month of separation.

PRACTICAL APPLICATION:

MCASSP PRACTICAL APPLICATION:

ON LINE DIARY PRACTICE: